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When I was over to TSD yesterday talking to [REDACTED] he showed me his copy of this memo which I wanted to discuss with you. Their deadline is August 15; ours is August 25 but NARS deadline is August 1. We have never yet made the NARS deadline because of the delay in DDP's report (sometimes we have received their report as late as November).

I called I. Perlman in NARS about our inability to meet their deadline. He said if possible we should get our report in to them by late August and Sept 1 at the latest.

I think this Form 1719a gathers information that the RMO's at the Directorate level would find beneficial in managing their programs. From it they can compile any reports we might levy on them during the year. There are some items here that do not have Agencywide application but could be adapted to the Directorate areas. For our own reporting purposes we don't need such a detailed breakdown. Our analyses heretofore has been by totals and any equipment inventory we would need would have to be in greater detail than what DDP indicates on this form.

If we are to prepare a form for our annual report I would suggest we poll all the records officers and get copies of any memos or forms they use in gathering the information we ask for, then perhaps we could incorporate key items we need. We would also keep in mind the report that NARS wants. They all have possibilities. ✓

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atts:

Our Request 21 May
NARS memo 13 June *
DDP memo 30 June

7/2/69

ADMINISTRATIVE INTERNAL USE ONLY

21 May 1969

TO :

SUBJECT: Annual Report of Records Holdings

1. An annual report of records holdings is required from the Records Management Officer in each component at the end of each fiscal year. The reports are due in this office by 25 August 1969.

2. It is necessary that we expand the reporting format of prior years in order to make the reports more useful for planning purposes. Each Records Officer is asked to prepare an inventory by records series or the items in the Records Control Schedule for his office. Such an inventory will point up the annual status of the scheduled items and uncover groups of records or file series that are on hand and for which no official disposal schedule has been established. The inventory totals and lists should include both scheduled files and non-scheduled material. An item by item inventory will permit this office to automate this data and to better estimate the volume of records in the components and to be retired to the Records Center.

3. Your cooperation and assistance on this Annual Records Inventory will be appreciated. Please call me or the Project Officer [REDACTED] if you have any questions about this year's inventory.

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[REDACTED]
CIA Records Administration Officer

FY 1969 REPORT OF RECORDS VOLUMES IN AGENCY OFFICES

cu. ft. of records reported on hand 1 July 1968

cu. ft. of files destroyed within our offices during the past fiscal year (exclusive of disposition at the Records Center)

Volumes on Hand 30 June 1969

cu. ft. of office records on hand
(attach inventory by Schedule item number and footage.
Include names and volumes of unscheduled files last.)

linear feet of other odd-size office records such as indices, aperture card, microfilm, tab card, etc. (Identify each file series and unit size.)

linear feet of non-record reference materials, such as, library books, periodicals, newspapers, publications, films, extra copies, etc. (Do not include in office records total figures above.)

number of reels of magnetic tapes

Directorate/Office

Date

Signature

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Next 1 Page(s) In Document Exempt

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SECRETDDP/RMS-69/123
30 June 1969

MEMORANDUM FOR: CS RMO's

SUBJECT : Annual Headquarters Records Inventory

25X1A

1. Attached are the forms required for the annual Headquarters Records Inventory. You will note that the form has been redesigned and contains complete instructions on the back, including reference to [REDACTED] which should be your guide to organization of records as well as retention or disposition during the course of this inventory and thereafter. The forms have been completed with the 1968 figures by component breakdown as reported last year. The 1967 column and the 1967-68 comparison are not filled in since the 1967 format did not lend itself to such use. Please complete columns 4 and 5 and return the originals to this office by 15 August 1969, explaining any organizational changes clearly under "Remarks."

2. We wish to take the fullest possible advantage of this exercise--of the fact that every safe in the organization is to be examined--not only to find out the quantity and kind of records we have and to promote what cleanup and rationalization we can but also to discern patterns, trends, problems and facts upon which we can base future plans, actions, and improvements in our Records System. This means that the RMO must either conduct the inventory personally or closely supervise it every step of the way. It is requested that you submit a memorandum at the conclusion of your inventory to each Branch or Unit of any size in your component, commenting on the state of their records and recommending appropriate action to achieve a more suitable or efficient records posture. Based on such findings then it would be appreciated if the RMO would prepare a composite narrative status report for this office describing, commenting on, or perhaps explaining the records picture in his component. Suggestions and recommendations for change, or improvement in the Records System itself, would, of course, be most welcome.

[REDACTED]

Chief, DDP Records Management Staff

Attachment
Form 1719a

25X1A

SECRETGROUP 1
Excluded from automatic
downgrading and
declassification

25X1A

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Next 6 Page(s) In Document Exempt

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